



# City of Upland Public Works Land Development and Transportation Division

## PERMIT APPLICATION TEMPORARY STREET AND LANE CLOSURES

**NOTE: Please allow a minimum of 8 working days to process the permit application. For pre-construction meetings, please email [PWINSPECTIONS@CI.UPLAND.CA.US](mailto:PWINSPECTIONS@CI.UPLAND.CA.US).**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Street / Lane Closure: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Project Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### Traffic Control Plans (check all that apply):

- ☐ Latest edition of WATCH manual plan/sketch
- ☐ Latest edition of CATTCH manual plan/sketch
- ☐ Engineered Traffic Control Plans (TCP)

<b>Fees</b>	_____ Full Closure \$450.00 (Subject to Approval)
	_____ Partial Closure \$450.00
	_____ Block Party \$40.00
	_____ Vzn/TW/SCE/Gas - WO# _____
	_____ Traffic Control Plan Check (per fee schedule)

**ALL APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE INFORMATION WILL RENDER THE APPLICATION INCOMPLETE AND WILL NOT BE PROCESSED BY CITY STAFF.**

1. Proof of valid California contractor's license
2. Proof of valid City Business license
3. Certificate of Liability Insurance (min. \$1M, with City named as additionally insured)
4. Proof of Workers Compensation
5. Any applicable fees
6. Site plan
7. City Project Number (if applicable)

**I agree to all terms, conditions and restrictions listed on the back of the application.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR CITY STAFF USE ONLY:

Permit _____		<input type="checkbox"/> 8:30 am to 3:30 pm
		<input type="checkbox"/> 8:30 am to 2:00 pm (School Zone)
Effective Date(s): _____ to _____	Work Hours: <input type="checkbox"/> _____ to _____	
Permit Number _____	Closure Type: <u>Full / Partial</u> (circle one)	
Permit issued by City of Upland _____		
Signature		Date
Receipt Number _____	Amount Paid \$ _____	CIP or Project # _____
Extended Date(s): _____ to _____		By: _____ Date Extended: _____
Permittee to contact City: _____		Contacted By: _____ Date of Call: _____
<input type="checkbox"/> (72 hours prior to date)		
<b>Distribution</b>		
<input type="checkbox"/> Permittee	<input type="checkbox"/> Fire	<input type="checkbox"/> PW Traffic
<input type="checkbox"/> PW Inspector	<input type="checkbox"/> PW Operations Manager	

**Traffic Control Plans:**

Work Area Traffic Control Handbook (WATCH) or California Temporary Traffic Control Handbook (CATTCH) – It is the responsibility of the applicant to present the City with a reasonable assessment of how the required work zone and existing field condition fits this category. The existing field condition/lane geometry must match the proposed drawing being referenced in the source document.

Engineered Traffic Control Plans (sign and stamped by a registered Traffic Engineer) – For major projects or projects affecting major arterials and/or intersections involving temporary traffic control beyond the scope of WATCH or CATTCH, an engineered traffic control plan will be required. Final determination of this requirement is made by traffic engineering staff. Engineered plans shall be stamped and signed by a registered civil traffic engineer. Allow two weeks for review of the first plan check submittal and one week for review of subsequent submittals of engineered traffic control plans.

**General Notes**

The Contractor shall provide and install barricades, delineators, warning devices, and construction signs in accordance with the latest edition of California Manual on Uniform Traffic Control Devices (M.U.T.C.D.). During adverse weather or unusual traffic or working conditions, additional traffic devices shall be placed as directed by the Public Works Director or Authorized Representative.

The Contractor shall relocate, preserve, and maintain the visibility of all existing signs within the project limits, which affect the flow of traffic, as directed by the Public Works Director or Authorized Representative. The Contractor at his expense as directed by the Public Works Director or Authorized Representative shall replace any signs, which are damaged or found to be missing during the course of construction.

The City of Upland and its elected officials, officers, agents, and employees shall not be answerable or accountable in any manner of any loss or damage that may happen to the work or any part thereof, or for any of the materials or other things used or employed in performing the work, or for injury or damage to any person or persons, either workmen, employees or Contractor or his Sub-Contractors or the public, or for damage to adjoining or other property from any cause whatsoever arising out of or in connection with the performance of the work. The Contractor shall be responsible for any damage or injury to any person or property resulting from defects or obstructions or from any cause whatsoever, except the sole negligence or willful misconduct of City, its employees, servants, or independent Contractors who are directly responsible to City during the progress of the work or at any time before its completion and final acceptance.

The Contractor will indemnify City and its elected officials, officers, agents, and employees against and will hold and save harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organizations arising out of or in connection with the work, operation, or activities of the Contractor, his agents, employees, Sub-Contractors, or invitees provided for herein whether or not there is concurrent passive or active negligence on the part of the City, its elected officials, officers, agents, and employees, but excluding such actions, claims, damages to persons or property, penalties, obligations, or liabilities arising from the sole negligence or willful misconduct of the City, its employees, servants, or independent Contractors who are directly responsible to City, and in connection therewith: The Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses, including attorney's fees incurred in connection therewith.

**Conditions**

- Prior to the start of the temporary street closure, the applicant is required to notify and receive City approval a minimum of 72 permit business hours in advance (909) 931-4137. Permit business hours are M-Th from 8:00 AM to 5:00 PM.
- **Pre-cons are required.** Please contact Inspection at [PWINSPECTIONS@CI.UPLAND.CA.US](mailto:PWINSPECTIONS@CI.UPLAND.CA.US) for Pre-Con.
- All signs shall be graffiti free and monitored/replaced when damaged.
- Must use flashing arrow boards for lane closures on all streets except for local/residential streets.
- Must backfill or steel plate all trenches during non-working hours.
- Post-temporary "NO PARKING" signs in the vicinity of the work area a minimum of 48 hours prior to closure. Signs shall clearly state effective dates and time of parking restriction.
- Must maintain one (1) lane of traffic in each direction at all times (Min. 12' wide lane).
- Protect any traffic signal detection equipment in-place or restore any equipment damaged by the Permittee within five (5) working days.
- Must maintain access for emergency vehicles to all driveways.
- Must notify all affected residents by letter or door hanger of the street closure a minimum of 48 hours in advance.
- When work is within a school zone, all sidewalks and traffic lanes shall remain open during non-working hours.
- Discretion per City Engineer or Inspector to change Traffic Control.

**Restrictions/Comments:** \_\_\_\_\_